



CLUSTER UNIVERSITY SRINAGAR

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Syllabus and Selection Criteria for the Post of Assistant Registrar

Cluster University of Srinagar

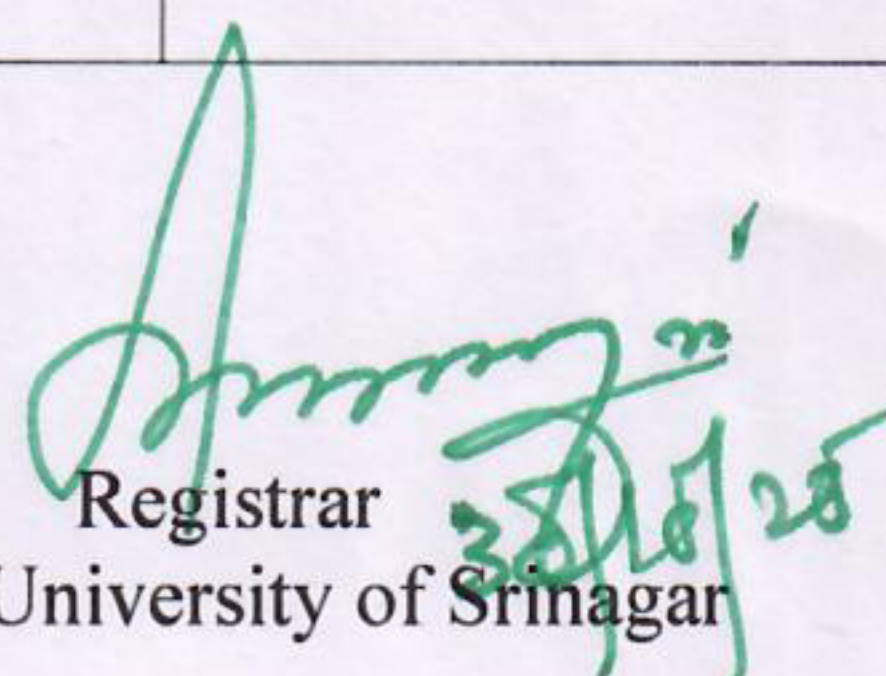
Notice for Scheme of Examination/ Syllabus

It is hereby notified for the information of all concerned candidates who have applied for the post of Assistant Registrar vide advertisement notification No: 7-CUS of 2025 dated: 16-09-2025 that the syllabi for written examination is notified as per the details given in Annexure "A", which shall consist of two parts as detailed below:

Part	Title(s)	Max Marks	Min. qualifying marks
A	Educational Administration and Management	50	20
B	General Awareness. Intelligence/Reasoning, English Language and Comprehension, Arithmetical and Numerical Ability, and Computer Literacy	50	20

The written examination shall comprise of 100 Multiple Choice Questions (MCQs) to be attempted in 100 minutes. There shall be negative marking of 0.25 marks for each incorrect answer. Candidates are required to secure a minimum of 40% marks in each Part (Part A and Part B) separately to qualify for consideration in the final merit list. Merely securing an aggregate qualifying score without meeting the minimum 40% in both parts will not make a candidate eligible for shortlisting. 20 candidates shall be shortlisted for one post and 05 more candidates for every additional post". The final selection for the posts shall be as per the following criteria:

Written Test (80 Marks)	Interview performance (20 Marks)	Total (100 Marks)
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Registrar
Cluster University of Srinagar

Annexure-A

The Syllabus for the MCQ examination is given below:

All questions carry Equal Marks to be converted into 80 Marks.

Examination Type and Time Allotted	Name of the Subject	Distribution of (Total 100 Marks)
Objective type (100 minutes)	Educational Administration and Management	50
	General Awareness	10
	General Intelligence/Reasoning	10
	English Language and Comprehension	10
	Arithmetical and Numerical Ability	10
	Computer Literacy	10

PART-A

Educational Administration and Management: Higher Education system in India, its regulatory bodies. Personal Administration including recruitment, training, promotion, pay scale and service conditions, National Pension Scheme, Union-Management Relationship. Application of Information Communication Technology (ICT) and other modern technologies in the University system. Education Scenario in India and World. Educational management and Quality Control, Components of Educational Administration, Educational Leadership, Educational Supervision, Decision making in Educational Administration. Curriculum and Evaluation of Teaching and learning, Human relations in Educational Administration. Statutory Councils and Apex Bodies in Education in India, International Bodies to Educational Management System. General Financial Rules, Government e-Marketplace, Office procedures and Office Management, University Rankings (NIRF etc.). University Management System / ERP. Type of Higher Education Institutions in the State, Role of State / Central Government in Universities, National Education Policy (NEP)-2020, J&K UT Universities Acts & Statutes with special focus on Cluster University Srinagar Act & Statutes, J&K Civil Service Regulations, J&K Civil Service Leave Rules-1979.

PART-B

General Awareness: Current events of national and international importance, History of India and Indian national movement, Indian Geography – Physical, Social and economic, Indian Polity and Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights, Issues, etc., J&K Reorganization Act-2019, Economic and Social Development – Sustainable Development, Poverty, Demographics, Social Sector Initiatives, etc., Agricultural and Geo-Cultural Developmental Issues, Human Rights, Social Conflicts, Disabilities etc., General Science and scientific research.

General Intelligence/Reasoning: Logical Reasoning and Analytical Ability – Verbal and Non-Verbal (analogies, similarities, differences, space visualization, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification,

arithmetical number series), Decision making and Problem Solving, General Mental ability.

English Language and Comprehension: This portion will test the candidate's understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, prepositions, antonyms and its correct usage, passage completion, transformation, active & passive voice, spelling test, idioms & phrases, error correction etc.

Arithmetical and Numerical Ability: Basic Numeracy (number system, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple and Compound interest, Mensuration, Time and work, Time and Distance, Data Interpretation (charts, graphs, tables, data sufficiency etc.)

Computer Literacy: Basic Applications of Computer and its components, Fundamentals of computer sciences, Hardware & Software, Concept of Open-Source Technologies, Input & output Devices, Knowledge of MS Office, PDF, Internet and E-mail, E-Office, Digitization, Concept of Computer and Internet security protocol, Terms and Abbreviation used in IT, Role of Information Technology in Governance.

